

EGR 4 Workforce Board

Request for Proposals

For

Workforce Investment Act Adult, Dislocated Worker and Youth Service Provider

Service Delivery Dates

July 1, 2006 - June 30, 2008

RFP Issue Date: April 28, 2006

EGR 4 sponsored programs are equal opportunity programs and Tecumseh Area
Partnership, Inc.
is an equal opportunity employer.

I. Background and General Information

- A. The Economic Growth Region 4 (EGR4) Regional Operator issues this Request for Proposals (RFP) to procure service providers for adult, dislocated worker and youth services under the provisions of the Workforce Investment Act. The Regional Operator intends to be as inclusive as possible in this solicitation. The goal is to receive quality, innovative proposals that meet the workforce development needs of the regional community.
- B. The resulting contract with the successful bidder(s) will be for a two-year period, July 1, 2006 to June 30, 2008. Contracts will be renewed annually with annual closeouts of subrecipients funds required. The Regional Operator reserves the right to renegotiate with successful contractors and extend agreements for a third year (July 1, 2008 – June 30, 2009) without soliciting additional competitive proposals. Any Year 3 renegotiations will be based on contractor performance, funding availability, program effectiveness, and customer satisfaction. The contract will be cost reimbursement. This will require that financial expenditures be made by the subgrantee organization, which will then be reimbursed pending the proper submission of financial claims (with documentation) to TAP.
- C. EGR 4 consists of Benton, Carroll, Cass, Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren, and White counties. This is an expanded region that has been formed by the Department of Workforce Development. Bidders are encouraged to visit the DWD website to learn more about the formation of the new Regional Workforce System in Indiana. The DWD site is located at <http://www.in.gov/dwd/partners/shric.html>. Bidders should review the Indiana State Plan located on that page as well as other DWD policies and documents available on-line.
- D. The successful bidder(s) will operate adult, dislocated work and youth programs in the EGR 4 effective July 1, 2006. The successful bidder(s) must coordinate services and operations to ensure a smooth and seamless transition. Given the new region's geographic size and configuration it is prudent during a time of transition to allow for bidders either to propose providing services in all 12 counties or to propose providing services in either the eight counties currently contained in the Tecumseh Area or the four counties currently contained in the North Central Area. RFP respondents' recent WIA performance and their demonstrated capability to provide equitable services in all parts of their proposed service areas will be heavily weighted. Bidders will be expected to demonstrate experience managing federal grant funds or their existing partnership with an

agency that has such experience. The goal of the transition process is that clients continue to be served effectively with the least possible disruption.

- E. All contractors will be required to provide monthly progress reports of program performance and expenditures compared to the deliverables agreed upon in the contract. Contractors will also be required to abide by all requirements of the Participant Management Information System (PMIS) manual, which specifies common definitions and reporting of participant demographic, economic and personal characteristics, services received and outcomes obtained, and the eligibility requirements. Contractors will be required to collect and enter participant personal, demographic, service activity experience and outcome information using the approved case management system data reporting system.
- F. EGR 4 has been engaged in a significant competitive process for funding under the State of Indiana's Strategic Skills Initiative (SSI). The successful bidder(s) through submission of a proposal assures that it will work cooperatively with the Regional Operator to coordinate and integrate future WIA services with future funded SSI activities. Bidders can review available information on SSI at <http://www.in.gov/dwd/employers/ssi.html> .
- G. The Regional Operator is seeking interested and qualified entities able to provide innovative high quality services to adults, dislocated workers and youth. The services proposed must meet the specifications of this RFP. The Regional Operator anticipates contracting with an entity that is familiar with WIA programs. The organization(s) selected should demonstrate the characteristics listed below:
 - Competent management with vision
 - Customer service oriented staff
 - Cooperative management and staff
 - Willingness to partner with others
 - Flexibility and ability to adapt to change
 - Expertise in delivery of WIA services
 - Data integrity
 - Creativity
- H. Funds available under this Request for proposal are approximately \$2,500,000 for Program Year 2006 (PY'06). The Department of Workforce Development (DWD) has not finalized allocations by Regional Area. Bidders should visit the DWD website and review the Region 4 projected allocation at:

http://www.in.gov/dwd/partners/docs/shric_Historical_Funding_of_By_New_Region_0305.pdf . Funding will vary, depending on final allocations, number of participants to be served, services proposed and negotiated. All commitments made by the Regional Operator are contingent upon the availability of funds. The Regional Operator reserves the right to award an amount less than the total funds available for bid contained in this RFP and projected funds available as posted on the DWD website. Successful bidders must negotiate the proposal before the Regional Operator will make any final commitment. The Regional Operator will ensure that services are provided equitably in all the counties in the Region.

- I. The Regional Operator reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of the Board and Region 4. The proposal process is competitive and follows government procurement rules.
- J. The Workforce Investment Act of 1998 (Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Board envisions a system that meets the needs of residents and businesses alike. The goal of programs under the Act is to increase employment, job retention, and earnings and develop the work potential of the residents of the Region.
- K. This Request for Proposals is not in itself an offer of work nor does it commit the Regional Operator to fund any proposals submitted. The Regional Operator is not liable for any costs incurred in the preparation or research of proposals.
- L. The Regional Operator assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Regional Operator also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Regional Operator makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will

comply with the above nondiscrimination and equal opportunity provisions.

- M. The Board will authorize the Region 4 Regional Operator/Fiscal Agent to negotiate a contract for the provision of programs arising from this RFP. The Regional Operator shall direct the negotiation and contracting process.
- N. The Specifications in this RFP may change based on issuance of State or Federal policy or WIA re-authorization. The Region 4 Regional Operator will work with the successful bidder(s) to implement any changes required by the State or U.S. Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with the Board and Regional Operator to comply with subsequent changes.
- O. By Submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the plan of work, if the Regional Operator awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under this RFP. The Regional Operator reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- P. The successful bidder(s) will be required to maintain a local management office within Region 4 for county office staff supervision and day to day management.
- Q. By submitting a proposal the bidder assures that it will provide additional services under additional grants such as a National Emergency Grant or other State funded workforce program granted to Region 4.
- R. The bidder ensures that it will be the service provider and will not subcontract significant programmatic functions to other entities if awarded a contract to be a service provider in Region 4.
- S. The bidder assures that if awarded a contract by the Regional Operator, it will comply with Regional, State and Federal program and financial monitoring.

II. Proposal Requirements

- A. Proposals must be received by 12:00pm (noon) Lafayette time, May 26, 2006. Proposals may be delivered in person or by mail at the address indicated. Proposals must be **received, not postmarked**, by 12:00 p.m. EDT on May 26, 2006. Proposals received after that time and date will be rejected. NOTE: Proposals may **not** be submitted electronically or by FAX.

- B. Submit five (5) copies of your proposal on 8 ½" x 11" white paper. One copy (original) should be submitted unfolded and unstapled. Also submit an electronic copy in word (doc file) on a 3 ½ inch diskette.

Your response to the narrative section of the proposal is limited to twenty-five (25) pages. This limitation does not include other sections of your proposal such as the required attachments listed below (A, B, C, D, and E), the one page budget narrative, organizational charts and letters of agreement by partners

- C. Submit two copies of your most recent audit report. This report should be submitted separately and is not part of the proposal.
- D. Required attachments are provided at the end of this document.
- 1) Attachment A-proposal cover page should be completed and used as the cover page for the proposal.
 - 2) Attachment B-budget form needs to be completed with a one page budget narrative.
 - 3) Attachment C- program planning form needs to be completed.
 - 4) Attachment D- Non-Collusion Affidavit needs to be signed and submitted.
 - 5) Attachment E- Assurances and Certifications needs to be signed and submitted.
- E. Proposals will be submitted "Return Receipt Requested." If hand delivered, the deliverer may have a prepared receipt for signature, time and date. Faxed or electronically submitted proposals **will not** be accepted. If mailed it must be clearly marked "proposal" and addressed to:

Roger Feldhaus, Executive Director
Tecumseh Area Partnership
P.O. Box 4729
Lafayette, IN 47903-4729

Hand delivered proposals should be taken to the Tecumseh Area Partnership offices at 2300 Concord Road in Lafayette, IN during regular business hours.

- F. Assemble your proposal using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in the rejection of your proposal.

- Cover Page (Attachment A)
- Executive Summary
- Proposal Narrative
- Attachment B (budget)
- Budget Narrative (one page)
- Attachment C (Planned Service Levels)
- Attachment D (Non-Collusion Affidavit)
- Attachment E (Assurances and Certifications)
- Letter(s) of Agreement with partners
- Two copies of your most recent audit report

Questions regarding this RFP or the bidders conference may be submitted to Barb Bartoszek by FAX at 765-471-7830 or by email at Bbartoszek@tap.lafayette.in.us. All questions will be responded to, compiled and shared with all bidders attending the mandatory bidders conference.

- G. Bidders **must attend** the bidders conference on May 10, 2006. All entities interested in submitting a proposal must have a representative present at the bidders conference. Proposals will not be accepted from entities that are not represented by an individual at the bidders conference. The RFP and the WIA program will be discussed and questions answered to the extent that answers are available. An electronic copy of the RFP package is available on line at [http:// www.tapworkone.org](http://www.tapworkone.org). Following the bidders conference, any additional questions and answers will be researched, compiled and emailed to all potential bidders (those who attended the bidders conference). The bidders conference will be held on May 10, 2006 at 9:30 A.M. EDT (Lafayette time) at:

Tecumseh Area Partnership
2300 Concord Road

Lafayette, IN 47909

- H. Members of the Board and the Regional Operator staff will review proposals. Funding recommendations will be developed and provided to the full Board. The Board must approve all contract awards. An award decision is expected by June 5, 2006. Programs shall start July 1, 2006.

III. Proposal Narrative

The narrative of your proposal is limited to 25 pages. Please include a brief Executive Summary that allows the reader to understand key aspects of the bidding entity and the approach to providing the requested WIA services.

A. Organization Background, Qualifications, Performance History-- 25%

1. Profile the Proposing Organization
 - a. Identify the legal status of your organization
 - b. Describe your organization, the governance structure, length of existence, vision, mission, goals and major program currently offered.
2. History of Similar Programs
 - a. Proposals must include information to demonstrate that the provider has a record of success in operating similar workforce programs or projects. Describe your experience serving adults, dislocated workers and youth. Please outline all workforce programs operated during the last two years. Provide brief program descriptions, funding sources and performance information.
 - b. Provide two references of individuals outside of your organization familiar with the quality of prior programs you have operated.
 - c. If the organization has not provided past Workforce investment Act programs, please outline programs that provided similar services in which you have been involved over the last two years.

B. Plan of Service--25%

1. General Information

- a. Describe your knowledge of the most significant workforce development challenges and opportunities that Region 4 will likely face in the next two years.
- b. Describe your organization's vision for the integration of service and workflow with the WorkOne system and describe how you will work with the Regional Operator and local DWD management staff to achieve an integrated system.
- c. Describe how your organization envisions its role and relationship with the Regional Operator and the Region 4 Workforce Board.
- d. Demonstrate your knowledge in serving these populations by providing a description of the differences between the WIA requirements, customer expectations and the needs of adults, dislocated workers and youth. Describe your organization's ability to meet the specific needs of each population.
- e. Describe how management staff will spend their time to effectively manage all programs in all counties of the region that they are serving. The successful bidder(s) will be required to main a local management office within Region 4 for county office staff supervision and day-to-day management.
- f. Describe how funds available to be spent directly on adult, dislocated worker and youth customers (i.e. supportive services, training cost, work experience wages, etc.) will be allocated to each county. Describe how these funds will be managed to ensure that targeted expenditure levels are met but not exceeded and to ensure that these services remain available to clients throughout the program year.
- g. Describe the process that will be used for approval and payment of direct client expenditures, including an estimate length of time from the case manager decision to provide the financial assistance until the resulting invoice has been paid. Also describe procedures for making expedient "emergency" payments (i.e. immediate payments needed to reconnect or avoid disconnect of utilities, prevent eviction, etc.)

- h. There are two full service WorkOne Centers in Region 4, one in Lafayette, one in Kokomo. Describe the similarities and differences in how services will be delivered in the Express sites vs. the WorkOne centers. This section should provide a brief description about how services will be provided in each specific county and address at a minimum the following issues: the menu of services available, hours of operation, full-time or part-time staff availability of partner services and client flow.
- i. Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc. and participation of staff on boards and committees throughout the region.
- j. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management report system.

2. Adults and Dislocated Workers

- a. Describe how the availability of services to adults and dislocated workers will be marketed in all communities within the Region. Also describe how recruitment of these populations will be conducted.
- b. Describe the eligibility, assessment, case management and counseling services that will be provided to these populations.
- c. Describe the core, intensive, training, and follow up services to be provided to these populations. Include a description of the process for an individual to move through each of these tiers of service. Also describe how it will be decided which individuals receive intensive and training services and which receive only core.
- d. Describe all services that will result in direct client expenditures (i.e., supportive services, ITAs, OJT, work experience, etc.). For each type of service describe how it will be decided which individuals receive that particular type of service and how the amount of financial assistance will be determined for each individual.

- e. Describe how rapid response services will be provided in the event of a facility closure or large dislocation.
- f. Demonstrate knowledge of performance requirements for the adult and dislocated worker programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the forthcoming common measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Regional Workforce Board.
- g. Describe how customer feedback will be collected and used to make continuous improvements to services.

3. Youth Services

- a. Describe how the availability of services to younger and older youth will be marketed in all communities within the Region. Also describe how recruitment of these populations will be conducted.
- b. Describe the eligibility, assessment, individual service strategy development, case management, counseling, and follow up services that will be provided to youth. Indicate how youth will be prepared for post secondary education opportunities, as appropriate and how strong linkages will be developed between academic and occupational training. Also describe how youth will be prepared for unsubsidized employment opportunities and how you will access information about the local labor market and employment opportunities within the region.
- c. Describe all services that will be provided in accordance with the 10 Program Elements required by WIA. All 10 required elements must be provided.
- d. Describe all services that will result in direct client expenditures (i.e. supportive services, classroom training, work experience, internships, etc.). For each type of service, describe how it will be decided which individuals receive that particular type of service and how the amount of financial assistance received will be determined for each individual.

- e. Demonstrate knowledge of performance requirements for the younger and older youth programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the forthcoming common measures. In addition please provide an assurance that services will also be designed to meet any additional quality standards established by the Regional Workforce Board.
- f. Please discuss your organization's most recent WIA performance report. Were all performance measures met? If not why? Describe key methods and/or techniques used relative to front-line staff to meet WIA performance goal or to ensure performance measures are maintained. The performance report is not part of your proposal.
- g. Discuss your organization's most recent data validation report. Was data considered valid? If not why? Describe key methods and/or techniques used relative to front-line staff to improve client data files to ensure the region's data meets state and/or federal validation requirements. The data validation report is not part of your proposal.

C. Staffing Plan and Organizational Chart--10%

Staffing of the WIA program is one of the most critical aspects of ensuring program quality. Please describe your proposed staffing plan for the WIA programs in Region 4.

1. While staffing/hiring decisions will be the responsibility of the service provider, the proposal should identify the qualifications of all staff that will be involved in delivering services in Region 4. Include 1) brief position descriptions with all position titles, 2) years of WIA program expertise, 3) expertise in WIA case management, 4) knowledge of WIA performance measures, 5) level of knowledge/proficiency in WIA client data reporting and tracking.
2. Your staffing plan should specify staffing levels, position titles, status (full-time vs. part-time) by county in the Region.
3. If the staff is to be hired at a later date, include the minimum qualifications for selection of staff, including a description of how qualified staff will be selected and a timeline for selection.

4. Identify key management/supervisory staff by name with a summary of their credentials and brief resume of qualifications.
5. Include an organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs. The chart should clearly display the number of staff planned for each county along with all position titles proposed under this contract.
6. The chart should also display the management/supervisory staff located within Region 4 and those located outside Region 4. Identify by name the key management staff specified in the staffing plan above.

D. Partnerships and Coordination--10%

Partnerships and coordination of WorkOne services with other organizations are the keys to success in the delivery of WIA services.

1. Describe past success in developing effective working relationships with partner organizations. Include at a minimum local DWD staff and programs, Vocational Rehabilitation and Senior Community Service Employment Programs.
2. Describe past experience with service integration, functional supervision, information sharing, joint case management of mutual clients, cross training of staff, rapid response activities, services to TAA clients or other activities conducted in close coordination with local DWD staff. Indicate plans for how this type of coordination will occur in Region 4.
3. Describe how key management staff will work in cooperation with the Regional Operator and the local DWD Regional Coordinator to ensure coordinated management and integration of WorkOne staff and services.
4. Describe how service delivery staff will work with WorkOne partner staff to achieve an integrated system where customer service and performance are high priorities.
5. Include letters from key partners you plan to collaborate with, purchase services from, etc.

E. Transition Activities--5%

Funding will not be available for any activities conducted prior to 7/1/06; however, cooperation will be needed prior to that date to ensure a smooth transition.

1. Describe efforts that will be made to work cooperatively with the Regional Operator to ensure a smooth transition into the new EGR 4 on July 1, 2006.
2. Describe your plan for ensuring that services to clients will continue with little or no interruption during the transition. This description should specifically include a discussion of how services will be available in counties where your organization is not presently a service provider.
3. If selected to provide services in a county where your organization is not presently a service provider, describe how you will work with the Regional Operator and the current service provider prior to July 1, 2006 to prepare for an efficient transition of files and participant caseloads on July 1st.
4. Provide an assurance that your organization will perform the duties necessary to transition participant reporting to the state required case management and participant tracking system that is anticipated on or before July 1st.

F. Financial Management--25%

1. The bidder should complete PY'06 and PY'07 budgets on the included Attachment B. Please do not deviate from the budget format provided. Consistency will allow the reviewers to compare the proposed budgets.
 - a. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of their internal financial system. Bidders should address the accountability of the organization in this section and provide two copies of their most recent audit report with the bid package. The audit report is not part of your proposal.
 - b. Has your organization had any questioned costs, disallowed costs or compliance monitoring findings in the last three years? If so, have these issues been resolved and how.

- c. Contractors are responsible for the repayment of costs determined to be disallowed in accordance with applicable statutes, regulations, directors or mandates. If WIA costs you incurred in Region 4 were subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source?
- d. For the purpose of this bid, the Regional Operator is interested in the planned amounts for management of service provider staff, overhead costs and the amount planned for direct client costs. The higher the percentage of costs planned for WIA clients the better.
- e. A one-page budget narrative should be attached that describes the allocation of funds between programs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget.

2. Definitions for Attachment B

- a. County Office Overhead includes all costs associated with county staff salaries, fringe benefits, equipment, travel, staff training, supplies and all other non-client county costs. These costs are to be broken out by Adult, Dislocated Worker and Youth programs.
- b. Management Overhead includes all costs associated with the management staffing within the region and located outside the region. These costs include salaries, fringe benefits, equipment, travel, staff training, supplies, accounting, audit and all other management costs not associated with direct service to clients. These costs are to be broken out by Adult, Dislocated Worker and Youth programs.
- c. Direct Client Costs are those costs that directly benefit WIA clients. These costs are to be broken out by Adult, Dislocated Worker and Youth programs. Such costs include supportive services, tuition, supplies, books, work experience/internship wages, on the job training, and any other cost that directly benefits the WIA customer not included in the other definitions above.
- d. Totals. Each column should be totaled. The percentage column showing costs by overhead vs. direct client costs should total 100% at the bottom. The county office overhead

percentage is the first number. Enter the direct cost percentage. Now enter the management overhead cost percentage. The total overall percentage should be entered as overhead/client. For example 50% overhead/ 50% direct client cost. To obtain the total overhead percentage, add management overhead and county overhead percentages.

3. The bidder should complete Attachment B, Line Item Budget for PY2006 and PY2007.
 - a. Include a listing of all staff positions and related costs in an itemized format.
 - b. Provide a breakout of participant costs for supportive services and direct training.
 - c. Please complete a detail of program support costs associated with services.
 - d. Total each section and provide a grand total for each year.

ATTACHMENT A-- PROPOSAL COVER SHEET

Organizations Legal Name

Contact Person

Mailing Address

Physical Address

Telephone # _____ Fax # _____

E-mail _____ Cell # _____

Federal ID# _____ Website _____

Number of years bidder has been in business under the corporate/business structure submitting the response to this request for proposal:			
Funding		PY 06	PY 07
Total amount of funds Requested	Administration		
	WIA Adult Funds		
	WIA Dis. Wkr. funds		
	WIA Youth Funds		
	Total Funds Requested		
	Grand total(PY06 & PY07)		
Planned # PY 06			
Adult		Cost per part.	
Dis Wkr		Cost per part.	
Youth		Cost per part.	
Planned # PY 07			
Adult		Cost per part.	

Dis Wkr	Cost per part.	
Youth	Cost per part.	
Signature _____	Printed Name _____	

Check all applicable boxes

For Profit Corporation	<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>
Not-for-profit Corporation	<input type="checkbox"/>	Faith Based Organization	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	State Agency	<input type="checkbox"/>
Educational Institution	<input type="checkbox"/>	Labor Organization	<input type="checkbox"/>
Other Public Agency (Specify)	<input type="checkbox"/>	Community Based Organization	<input type="checkbox"/>

ATTACHMENT B--BUDGET

PY 06 Budget

Program Year 2006 Budget	Adult	Dislocated Worker	Youth	Percent of Budget Overhead/Direct Client Cost
County Office Overhead Cost				
Direct Client Cost				
Management Overhead Cost				
Totals				

PY 07 Budget

Program Year 2007 Budget	Adult	Dislocated Worker	Youth	Percent of Budget Overhead/Direct Client Cost
County Office Overhead Cost				
Direct Client Cost				

Management Overhead Cost				
Totals				

ATTACHMENT C -- PLANNED SERVICE LEVELS

Adults

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 06	PY 07	PY 06	PY 07	PY 06	PY 07
Adults						

Dislocated Workers

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 06	PY 07	PY 06	PY 07	PY 06	PY 07
Dislocated Workers						

Youth

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 06	PY 07	PY 06	PY 07	PY 06	PY 07
Younger Youth						
Older Youth						
Total Youth						

Attachment D

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Region 4 Workforce Board or Regional Operator whereby it has paid or will pay to such other respondent or office or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement for any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this day _____ day of

Notary Public
County of

Commission Expiration Date:

ATTACHMENT E

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

Signature of Authorized Representative

Print or Type Name

Date